

Jon Lee Dacion, ME, CPP

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PROFESSIONAL SUMMARY

A licensed Mechanical Engineer and a Certified Procurement Professional with more than 6 years of combined experience in Power Plant Industry as a resourceful Procurement Assistant and Auxiliary Operator, skilled in negotiating and purchasing quality products and services, knowledgeable in Power Plant Operations and Mechanical Engineering. Exploring ways to markdown costs and cut lead times at Limay and Mariveles Power Plant Bataan lead by San Miguel Global Power. Ensure compliance of suppliers with corporate accreditation programs to assure timely and quality services.

WORK EXPERIENCE

Procurement Assistant

Apr 2018 - Present

Mantech Power Dynamics Services Inc. | Bataan, Philippines

- Processed 219 Purchase Orders for 2022 with the total amount of Php 83,225,345.39 Vat-Ex OPEX and CAPEX items and services, create recommendations and purchase orders using Maximo and Step-Up applications.
- Consistently contributed to company's target 6% annual savings and achieved Php 7,105,109.30 or 7.87 % savings for 2022.
- Assigned as Team Leader of Procurement Department in Mariveles Plant, supervise buyers and delegate responsibilities.
- Prepared Detailed Unit Price Analysis for general services especially on civil works to analyze and evaluate prices and wages with respect to market and government standards.
- Visited conventions and exhibits to cultivate relationships with potential and existing suppliers.
- Organized Supplier's Orientation for the reiteration of the Plant's requirements and corporate accreditation process.
- Reviewed and analyzed RFQs to ensure accurate quotations that consider technical evaluations, quality, lead time, and balancing costs and negotiate accordingly to achieve a fair contract for both parties.
- Liaised with the warehouse department to verify inventory, and proper tracking of stock in the database.
- Communicated with Finance department to verify and follow up payments to maintain good credit terms with the supplier especially on strategic and leverage items and services.
- Assisted in departmental audit to ensure compliance with the Integrated Management System.
- Collated annual, monthly, and weekly reports such as spend reports and department performance reports.

Power Plant Auxiliary Operator

Mar 2017 - Apr 2018

Mantech Power Dynamics Services Inc. | Bataan, Philippines

- Contributed to maintain required operations and testing documentation including records and log sheets by securing files in a timely manner.
- Monitors assigned plant auxiliary equipment and operating parameters (temperatures, pressures, levels, and flows) in a routine basis to ensure reliability, safety, and efficiency in operation of the boiler, turbine, and generator systems in coordination with other plant personnel.
- Maintained a clean work area and kept it in an orderly condition by following 5S standards.
- Followed directions from control room operator for plant and to perform system start-up, operation, shutdown, and response to abnormal situations.
- Obtain thorough turnover from auxiliary operator being relieved including special orders and unusual operating conditions and reviewed operating logs and inspect plant equipment, controls, and indications.
- Assisted with performance testing and other plant maintenance as needed.
- Performed all duties in conformity with safety and security policies and procedures.

Certified Procurement Professional | Certificate Number PACPP20230410677

April 2023

Bachelor of Science in Mechanical Engineering

Jun 2010 - Apr 2015

Bataan Peninsula State University | Bataan, Philippines

https://www.credly.com/badges/a565cbd8-1005-44bc-89be-f87ce6568409/public_url

Dean's Lister (BPSU – BSME)

2012 – 2015

SKILLS

- Negotiation
- Strategic Sourcing
- Purchasing
- Adhering to quality standards
- Detail Oriented
- Data Entry and Analytics
- Knowledge in MS Office
- Risk Management and Decision Making
- Knowledge in Step-Up Ariba and Maximo
- Relationship Building and Communication